



**REPORT OF THE AUDITOR OF PUBLIC ACCOUNTS  
AGREED-UPON PROCEDURES ENGAGEMENT  
OF THE  
LESLIE COUNTY PROPERTY VALUATION ADMINISTRATOR**

**Fiscal Year Ended June 30, 2000**

**EDWARD B. HATCHETT, JR.  
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## Edward B. Hatchett, Jr. Auditor of Public Accounts

### Independent Accountant's Report

Honorable Jean Anne Wooten  
Leslie County Property Valuation Administrator  
Leslie County Courthouse  
Hyden, Kentucky 41749

We have performed the procedures enumerated below, which were agreed to by the Leslie County Property Valuation Administrator, solely to assist you with the accountability for statutory contribution receipts and disbursements, including capital outlay disbursements, city government receipts, and recordkeeping for the fiscal year ended June 30, 2000. This engagement to apply agreed-upon procedures was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of the Leslie County Property Valuation Administrator. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are as follows:

#### 1. Procedure -

Compare the budgeted statutory contribution of fiscal court to the legally required amounts calculated by the Revenue Cabinet. Trace the fiscal court payments from the fiscal court statutory contribution budget account to the Property Valuation Administrator's local bank account.

#### Finding -

The fiscal court budgeted \$13,500 for fiscal year ended June 30, 2000. The statutory contribution required by the Revenue Cabinet was \$13,594. The fiscal court made no payments to the Property Valuation Administrator during fiscal year ended June 30, 2000. However, the fiscal court did make the required statutory contribution payment of \$13,594 on September 5, 2000. The Property Valuation Administrator deposited the payment to the local official bank account. It appears the fiscal court is running one year behind on paying the statutory contribution to the Property Valuation Administrator. Timely payments of the statutory contribution are required by KRS 132.590 (12) as follows: "After submission to the State Treasury or to the property valuation administrator of the county funds budgeted for personnel compensation under subsection (11) of this section, the fiscal court shall pay the remainder of the appropriation to the office of the property valuation administrator on a quarterly basis. Four (4) equal payments shall be made on or before September 1, December 1, March 1, and June 1 respectively". We recommend the fiscal court pay amounts due the Property Valuator Administrator in a timely manner and on a quarterly basis as required by statute.

#### Client Response -

Agree with Finding.

Honorable Jean Anne Wooten  
Leslie County Property Valuation Administrator  
(Continued)

2. Procedure -

Compare capital outlay disbursements with cancelled checks, supporting documentation, and proper purchasing procedures. Verify the location of newly acquired assets.

Finding -

There were no capital outlay expenditures.

Client Response -

Agree with finding.

3. Procedure -

Compare recorded city receipts to confirmed payment amounts obtained from city governments. Also review the list of city receipts for completeness.

Finding -

Recorded city receipts agree with confirmation and the city of Hyden was included in the Property Valuation Administrator's records. No other city was involved in this procedure.

Client Response -

Agree with finding.

4. Procedure -

Determine if Property Valuation Administrator has a receipt ledger, a disbursement ledger, and reconciles bank records to books each month.

Finding -

Receipt ledgers are maintained and bank reconciliations are completed each month. However, the Property Valuation Administrator did not maintain a disbursements ledger. Rather, disbursements were recorded on the check stub. Cancelled checks are stapled to the invoice when bank statements are received from the bank. We recommend a disbursements ledger be maintained in the future.

Client Response -

Agree with finding.

Honorable Jean Anne Wooten  
Leslie County Property Valuation Administrator  
(Continued)

We were not engaged to, and did not, perform an examination, the objective of which would be the expression of an opinion on the specified elements, accounts, or items. Accordingly, we do not express such an opinion or limited assurance. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of the Property Valuation Administrator and the Revenue Cabinet and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Ed Hatchett", with a long horizontal flourish extending to the right.

Edward B. Hatchett, Jr.  
Auditor of Public Accounts

Engagement fieldwork completed -  
March 6, 2001